

Department of Recreational Sports
Xavier University

Equipment Request Form

Equipment is not reserved until you have received a confirmation from the Department of Recreational Sports. The request form should be submitted at least 5 DAYS in advance.

GENERAL INFORMATION

Name (*print*): _____ All Card ID # _____
Group (*if applicable*): _____ Phone #: _____
Local Address: _____ Email: _____

Purpose for renting: _____

Date(s) needed: ___/___/___ - ___/___/___ Time: _____am/pm (*circle*) - _____am/pm (*circle*)

EQUIPMENT NEEDED

	PRICE*
___ Cornhole set (# ___)	\$5/day per set
___ Volleyballs (# ___) In/Outdoor (<i>circle</i>)	\$2/day per ball
___ Basketballs (# ___) In/Outdoor (<i>circle</i>)	\$2/day per ball
___ Soccer balls (# ___)	\$2/day per ball
___ Footballs (# ___)	\$2/day per ball
___ Kick balls (# ___)	\$1/day per ball
___ Dodge balls (# ___)	\$1/day per ball
___ Flag Football Flags (# ___)	\$5/day for 15 or less
___ Game Pinnies (# ___)	\$5/day for 15 or less
___ Softball/Baseball Bases	\$5/day set of 4
___ Bats (# ___) Softball/Whiffleball (<i>circle</i>)	\$2/day per bat
___ Softballs (# ___)	\$1/day per ball
___ Whiffleballs (# ___)	\$1/day per ball
___ Water Coolers (# ___)	\$1/day per cooler
___ Other _____	TBD

*** Price of equipment is negotiable. Interdepartmental Transfer or cash payment is due at time of rental.**

By signing below, I understand that I am financially responsible for all related charges for services or damages to equipment rented.

Applicant's Signature

Date

Return to: OSC 3800 Victory Parkway Cincinnati, OH 45207-6116 (Attn: Glenn Arnold)

FOR OFFICE USE ONLY

Approved: yes / no (*circle*)

Authorized By: _____

Payment Received: _____

Date Rented: _____

Date Returned: _____